

Sherwood Public Library

Monthly Management Report

March 2016



Submitted by: Adrienne Doman Calkins, Library Manager

Contents:

- 1) Statistics
- 2) Programs & Activities
- 3) Service Stories

Statistics

Monthly Circulation	Last month	This month	This month last year	% Change from same month last year	% Change from last month
Total check outs (includes digital)	29,828	32,087	31,727	1%	7.6%
Physical check outs & renewals	28,062	30,157	30,177	0%	7.5%
Self-checkouts only	7,621	8,312	7,625	9%	9.1%
% @ self-check	27%	28%	25%	9%	1.5%
Digital checkouts (Library2Go)	1,124	1,189	1,240	-4%	5.8%
Digital checkouts (Cloud Library)	642	741	310	139%	15.4%
Total digital checkouts	1,766	1,930	1,550	25%	9.3%
% of total checkouts	5.9%	6.0%	4.9%	23%	2%
Check ins	19,943	21,717	22,061	-2%	8.9%
Service Area population	22,485	22,485	22,172	1%	0.0%
Checkouts per capita	1.3	1.4	1.4	0%	7.6%
Checkouts per card holder	2.8	3.0	2.9	2%	6.6%

The number of library patrons actively using their cards increased 23% compared to last March. That's nearly 600 more people using their public library.

Monthly Patrons	Last month	This month	This month last year	% Change from same month last year	% Change from last month
New library cards	94	98	99	-1%	4%
Total registered users	12,203	10,873	10,954	-1%	1%
Active this month	2,888	2,997	2,433	23%	4%
% of patrons active this month	24%	28%	22%	24%	3%

NOTE: Annual database purge March 6, 2016. Pre-purge total was 12,203. Purged 1,398 Sherwood accounts inactive for 3 years.

Collection Development	Last month	This month	This month last year	% Change from last year	% of budget available	% of ordering window for FY left
Count of items added	659	314	400	-22%	27%	18%
Count of items withdrawn (including periodicals)	969	735	793	-7%		
Total collection size	48,045	47,840				



Librarians continue a major project to evaluate the condition, accuracy, relevance and interest level in the library collection to freshen it up and make room for new material. In addition to the 1.6 million items available countywide, WCCLS currently has over 16,000 e-books available through Library2Go and Cloud Library.

Volunteers	March hours	Equivalent FTE	# of volunteers
Checkin (returns)	88.5	0.51	16
Checkin (tasket processing & holds)	66.75	0.39	8
Requests to fill	30	0.17	5
Homework Helper	26.75	0.15	3
Shelving	13	0.08	3
Community Event	6.75	0.04	3
Clerical/office asst	11.5	0.07	1
Teen LAB	10.5	0.06	5
Youth Services Assistant	12	0.07	4
Publicity Courier	1	0.01	1
Bulletin Board	0.5	0.003	1
Grand Total	267.25	1.54	46
Last month	249.45	1.44	43
% change	7%	7%	7%
This month last year	189.5	1.09	
% change from last year	32%	32%	



Volunteer hours have increased 32% since last March—primarily in Homework Help, Community Events, and assisting at programs.

Visits last month	This month	% Change from last month	Visits this month last year	% Change from last year	Open hours this month	Open days	Visits per hour	Visits per day	Avg physical checkouts & renewals per hour
20,680	21,781	5.3%	21,301	2%	270	31	81	703	112

We had nearly 22,000 visits in March—an average of nearly 1 visit per capita for our service area.

Programs & Activities

Programs & outreach	Dec-15	Jan-16	Feb-16	Mar-16
# of Adult Programs	3	6	8	7
# of Teen Programs	9	22	24	29
# of Youth Programs	45	39	45	55
<i>School-aged</i>	25	32	31	41
<i>Storytimes</i>	26	17	20	26
# of Programs for All Ages	4	4	2	3
TOTAL # of Programs	56	53	58	70
Program participation	1,954	1,243	1,282	1,680
Program participation per FTE	194	123	127	159
Program participation per capita	0.09	0.06	0.06	0.07
<i>Program participation: adult programs</i>	46	136	101	120
<i>Program participation: teen programs</i>	52	130	94	141
<i>Program participation: youth programs</i>	1,380	857	1,103	1,441
<i>Program participation: all age programs</i>	507	229	141	172
<i>Program participation: school-aged</i>	725	441	311	592
<i>Program participation: storytimes</i>	849	771	870	1,117

All Ages

- Movie Matinee: Song of the Sea (part of our St. Patrick's Day celebration)—19 participants
- 3rd Annual Six Word Story Contest—143 entries
- St. Patrick's Day coloring sheets—10 participants

Youth & Family Programs:

- Junior Green Team—14 participants
- Ultimate Builders Academy—26 participants
- Paperback Pals—8 participants
- Read to the dogs—4 participants (2 sessions)
- Peeps Olympics—12 participants

- Cat in the Hat Hat Hunt (passive program)—176 participants
- Storytimes
 - Saturday Family Storytime – 15 participants
 - Toddler Storytimes, Tuesdays & Wednesdays: 623 participants (10 storytimes)
 - Preschool Storytimes, Tuesdays & Wednesdays: 381 participants (10 storytimes)
 - Baby Time: 98 participants (5 storytimes)

Youth & Teen:

- Homework Help—18 participants (19 sessions)
- Spring Break Wii-U / Just Dance Party – 21 participants

Adult & Teen Ages Programs:

- Estate Planning Workshop—17 participants
- Mind in the Making #3— 22 participants
- Irish Tales with Ken Iverson—15 participants
- Master Gardener Class: Starting Your Vegetable Garden—11 participants
- DIY Craftshop: Embroider Hoop Art — 25 participants
- Poetry SLAM!—9 participants
- Every Child Ready to Read—21 participants
- Fiction Friends— 9 participants
- Teen Scene!— 4 participants
- TeenLAB (2 sessions)— 9 participants
- Paperbots Teen Tech Week—17 participants
- Comic Book Workshop—10 participants

Outreach:

- Database training @ St. Francis—19 participants
- Helping Hands flyer distribution (Liz Myers)
- Hot Cocoa Storytime @ Symposium Coffee—24 participants

Other Activities:

- RFP for directed LED lighting in the stacks
- Interview for a new Library Advisory Board member.
- Displays: Women's History Month, Vegetable Gardening, St. Patrick's Day, It's Easy Being Green, Washington County Community Development Week
- Tour: Phoenix Academy Preschool
- Washington County Cooperative Library Services Meeting attendance:
 - Art of the Story (Jenny Swanson)
 - Publicity Committee (Jenny)
 - Adult Summer Reading (Crystal Garcia)
 - Adult Services (Pinn Crawford)

- Edge Assessment Overview (Pinn & Adrienne)
- Policy Group (Adrienne)
- Youth Services (Jaime Thoreson)
- CATS (Cataloging) (Mary Madland)
- Other meetings (abbreviated):
 - Friends of the Library (Adrienne)
 - Cultural Coalition of Washington County Grant Celebration (Crystal)
 - Onboarding new Friends board member (Adrienne)
 - All Library Staff meeting (All)
 - Records Management meetings (Adrienne)
 - City Council (Adrienne)
 - Main Street meeting (Adrienne)
 - Information Services (Adrienne, Jenny, Pinn, Crystal, Jaime)
 - Tech Services Department (Mary, et al)
- Staff trainings:
 - New volunteer
 - Key Club volunteer training
 - New staff introduction to WCCLS & SPL “Big Picture” topics (Adrienne)
 - Health Reference Training (Pinn & Crystal)
 - Youth Mental Health First Aid (Jaime)
 - Train-the-Trainer Workshop (Jenny, Jaime, Pinn, Crystal—Adrienne coordinated)

Friends of Sherwood Public Library have gifted \$5000 toward library programming this year, in addition to support for staff meetings and trainings.

Service Stories

One of our young teens who is homeschooled joined TeenLAB and has come out of his shell to connect with others his age and even design programs for younger kids. — *Submitted by Jaime Thoreson, Youth Services Librarian.*

A Senior library patron shared how much she has enjoyed the DIY Craftshop programs. She’s made several friends who join her at the craftshops and had several outings planned with them. Her comment card read: “So much fun and great way to meet new people. Making new friends”. —*Submitted by Jenny Swanson, Public Services Supervising Librarian*

In the News

Kids enjoy 'Peep Olympics' at Sherwood Library during spring break

Created on Wednesday, 23 March 2016 11:26 | Written by [Mark Miller](#)

It's spring break this week, and local libraries have been hosting even more activities and programs than usual geared toward vacationing children and teenagers.

It's also Easter this coming Sunday, and stores are filled with holiday-themed candy and other products.

Those two facts — along with the fact that 2016 is an Olympic year — combined at the [Sherwood Public Library](#) on Tuesday, as kids on spring break put yellow marshmallow Peeps through their paces with a series of events in the “Peep Olympics.”

“During this time, a lot of libraries have done Peep dioramas,” said youth services librarian Jaime Thoreson. “If you look online, they’re really elaborate, and I wanted to have a program for elementary kids, and I just didn’t know if that would be a doable kind of program. So I thought, ‘OK. It’s an Olympic year. I know that it’s fun to play with food. So how about we have a program where you just play with the Peeps, and they do the Olympic course?’”



The young participants affixed numbers on their Peeps — just like real athletes — and did crafts in the library community room.

For a “slalom” course down a sheet of posterboard propped against a table, kids taped together and colored paper boats for the Peeps to ride in. For another event, they built “towers” out of dry spaghetti and marshmallows, trying to build them to support the weight of their Peeps.

Melissa Lawson brought her kids Ryley, 8, and Connor, 5, who attend [Middleton Elementary School](#), to the library for the Peep Olympics.

“We look for good family fun that we know will be appropriate and entertaining, and ... it’s actually somewhat educational at the same time,” Lawson said.

Thoreson credited TeenLAB, Sherwood’s youth library advisory board, with helping brainstorm what to do with the activity.

“We came up with a lot of different ideas,” said 12-year-old Chris Martin, a TeenLAB member who was helping out with the program Tuesday.

Since the Peep Olympics were geared toward elementary-age children, Chris explained, the organizers had to be mindful of their needs.

“We want them to have fun, and so most of the activities are pretty basic, rather than more complex stuff — that’s for teens,” he said.

<http://www.pamplinmedia.com/ttt/89-news/298976-176070-kids-enjoy-peep-olympics-at-sherwood-library-during-spring-break>

Respectfully submitted,

A handwritten signature in black ink, reading "Adam C. Collins". The signature is written in a cursive, flowing style.